

**Local Rule of Bankruptcy Procedure 1007. LISTS, SCHEDULES,
STATEMENTS,**

**AND OTHER DOCUMENTS; TIME
LIMITS.**

(a) Master Mailing List (Matrix)

1. General Requirements.

- (A) At the time of filing a voluntary petition [or within 15 days after the entry of an order for relief following the filing of an involuntary petition], the debtor [or petitioning creditor or partner, upon order of the Court] must file an alphabetized creditor list which includes the name and last known mailing address for every creditor.
- (B) A master mailing list (matrix) must also include those agencies and officers of the United States required to receive notice in Fed. R. Bankr. P. 2002(j).
- (C) The designated national address for service upon the Internal Revenue Service is contained in TXEB Appendix 1007-b-1.
- (D) A master mailing list (matrix) in a Chapter 7 or Chapter 11 case must include the United States Trustee at its office address in the Eastern District of Texas.
- (E) Any notice of address designated by a creditor to be utilized in every case pursuant to §342(f) shall be posted by the Court on its website [www.txeb.uscourts.gov] and it is the debtor's responsibility to insure that any service address so designated by a creditor is utilized on the master mailing list (matrix).

2. Partnership Filings

If a debtor is a partnership, the master mailing list (matrix) must contain the names and current mailing addresses of each general and limited partner.

3. Corporate Filings

If a debtor is a corporation, the master mailing list (matrix) must contain:

- (A) the names and current mailing addresses of the present officers and directors or, if none, the immediate past officers and directors;

- (B) the name and last known address or place of business of each equity security holder.

4. **Form of Mailing List**

The master mailing list (matrix) must be in the format prescribed by TXEB Appendix 1007-b-5. The format may be changed from time to time without amendments to these Local Rules of Bankruptcy Procedure.

5. **Accuracy of Information**

- _____ (A) The debtor and debtor's attorney [or petitioning creditor or partner, upon order of the Court] are responsible for the preparation of the master mailing list required by this Local Rule of Bankruptcy Procedure.
- (B) The debtor must verify the list attesting to the accuracy and completeness of the information. The Verification of the Master Mailing List (Matrix) must conform to TXEB Appendix 1007-b-6 and shall serve as the cover page to the master mailing list (matrix).
- (C) A debtor should exercise care to insure that designated creditor addresses as described in §342(c)(2) are utilized in the master mailing list (matrix).

6. **Amendment of Master Mailing List (Matrix)**

- (A) When an amended schedule is filed which adds or deletes a new entity, an amended master mailing list (matrix) must be filed in the same format as the original list. The amendment must be limited to the names and addresses to be added or deleted.
- (B) The Notice of Change in Schedule of Creditors must be in the format shown in TXEB Appendix 1007-b-7, and it must be the cover page to the amended mailing list (matrix) and amended schedule of creditors.
- (C) It is the debtor's responsibility to insure that any notice of address designated by a creditor to be utilized in a particular case pursuant to §342(e) has been integrated into the master mailing list (matrix) as

constituted by the Court.

(b) Motion for Extension of Time to File Schedules and Statements

1. An initial motion by a debtor to obtain a 15-day extension of the 15-day deadline to file schedules, statements and other documents under IBR 1007(c) shall not require negative notice language and must be served only upon the case or standing trustee, if any, the United States Trustee, and any committee elected under §705 or appointed under §1102 of the Bankruptcy Code.
2. Any motion for an additional extension, including a motion filed pursuant to §521(i)(3) or §1116(3), shall be supported by the debtor's affidavit or unsworn declaration under penalty of perjury as provided in 28 U.S.C. §1746 establishing the existence of extraordinary and compelling circumstances necessitating an extension beyond thirty (30) days from the petition date. Such additional extension motion shall contain a certificate of service reflecting service on the master mailing list (matrix) as constituted by the Court on the date of service and shall contain the following 10-day negative notice language:

NO HEARING WILL BE CONDUCTED ON THIS MOTION UNLESS A WRITTEN OBJECTION IS FILED WITH THE CLERK OF THE UNITED STATES BANKRUPTCY COURT AND SERVED UPON THE PARTY FILING THIS PLEADING WITHIN TEN (10) DAYS FROM THE DATE OF SERVICE UNLESS THE COURT SHORTENS OR EXTENDS THE TIME FOR FILING SUCH OBJECTION. IF NO OBJECTION IS TIMELY SERVED AND FILED, THIS APPLICATION SHALL BE DEEMED TO BE UNOPPOSED, AND THE COURT MAY ENTER AN ORDER GRANTING THE RELIEF SOUGHT. IF AN OBJECTION IS FILED AND SERVED IN A TIMELY MANNER, THE COURT WILL THEREAFTER SCHEDULE A HEARING UNLESS IT DETERMINES THAT AN EVIDENTIARY HEARING IS NOT REQUIRED AND THAT THE COURT'S DECISION WOULD NOT BE SIGNIFICANTLY AIDED BY ORAL ARGUMENT. IF YOU FAIL TO APPEAR AT ANY SCHEDULED HEARING, YOUR OBJECTION MAY BE STRICKEN. THE COURT RESERVES THE RIGHT TO SET A HEARING ON ANY MATTER.

3. Any untimely motion for extension of time shall be subject to immediate dismissal absent evidence of excusable neglect.

(c) **Redaction of Personal Identifiers**

Pursuant to policies adopted by the Judicial Conference of the United States, a debtor must refrain from including, or shall redact where inclusion is necessary, the following personal identifiers from all lists, schedules and statements filed with the Court, unless ordered by the Court to do otherwise:

- **Social Security Numbers:** if disclosure of a social security number is required, only the last four digits of that number should be used;
- **Names of Minor Children:** if disclosure of the identity of any minor child is required, only the initials of that child should be used;
- **Dates of Birth:** if disclosure of an individual's date of birth is required by any statement or schedule, only the year should be used;
- **Financial Account Numbers:** if disclosure of any financial account number is required, only the last four digits of that number should be used.

The responsibility for redacting these personal identifiers rests solely with the debtor and debtor's counsel. The Court will not review documents for compliance with this rule. Parties are cautioned that failure to redact these personal identifiers may subject them to the full disciplinary power of the Court.

(d) **Alphabetical Listing of Creditors**

All creditors listed on Schedules D, E and F must be arranged in alphabetical order.

(e) **Payment Advices Required by §521(a)(1)(B)(iv)**

Copies of all payment advices or other evidence of payment received by the debtor from any employer of the debtor within 60 days before the filing of the petition shall not be filed with the Court unless otherwise ordered. In lieu thereof, such payment advices shall be provided by the debtor:

- (1) to the Trustee at least seven (7) days prior to the first date set for the §341 meeting of creditors; and
- (2) to any creditor who serves upon the debtor a written request for such copies within seven (7) days following the conclusion of the §341 meeting of creditors.

